# CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:PK0704			
Classification Specification: FIELD SUPERVISOR			
Salary Range: TM34			
Position Description: Field Supervisor – Parks, Recreation & Community Services			
Incumbent:			
Location: Parks Maintenance – Athletic			

#### **GENERAL PURPOSE:**

Under the direction of the Parks and Open Space Superintendent or designee, incumbent plans, organizes, and coordinates the maintenance of active recreation areas and operations in the Parks Maintenance Division; supervises and evaluates personnel. Supervises the safe and efficient operation of all equipment used on any particular job.

Work is characterized by a high volume of skilled maintenance and supervisory tasks such as: analyze and resolve problems; schedule, assign and supervise crews; conduct performance evaluations of assigned crews; investigate complaints, coordinate/schedule employee leave time, complete daily paperwork, review plans for upcoming work, requisition materials, coordinate projects, and attend pre-construction meetings; and inspect City parks and active recreation areas.

Work is performed under limited supervision. The Superintendent sets the overall objectives and resources available. Incumbent and Superintendent work together to develop the deadlines, projects and work to be completed. Incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and uses independent judgment. Incumbent keeps supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, and effectiveness of results.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Perform supervisory responsibilities in accordance with the City's policies and procedures and applicable laws. Responsibilities include interviewing; making recommendations to hire; training employees; planning, assisting, directing, and evaluating work in progress and upon completion; appraising performance; recommending promotion and disciplinary actions; addressing complaints; resolving problems; and approving/scheduling sick leave and vacation time.

Assign job duties to crew; arrange equipment, tools, and materials for jobs; supervise work progress for quality and quantity, inspect and evaluate completed

jobs.

Maintain records and daily logs analyze records to identify weaknesses and propose corrective measures.

Coordinate and prepare ball fields and athletic surfaces for organized games. Cooperate with outside user groups and other agencies to accommodate needs and programs. Develop and implement a turf management program. Develop and oversee a life cycle program for athletic fields, light poles and fixtures, scoreboards, and other appurtenances.

Maintain and inspect play equipment, safety surfacing, hard surface outdoor courts, including tennis, basketball, and handball courts, and manage the program to include life cycle design, selection, installation, and improvements. Organize public input. Direct volunteers to install equipment; direct staff or retain contractors to perform routine maintenance. Keep nets and other appurtenances in good working condition. Coordinate the inspection program, conduct regular safety inspections, and keep records.

Compose a weekly work plan by prioritization of jobs, and equipment needs; coordinate with Parks and Open Space Superintendent. Determine priority of work orders received and assign work.

Perform tasks such as garbage collection, litter control, painting, construction, and installation of new equipment within division and section jurisdiction.

Monitor weekend schedules for assignment of overtime work.

Support special events, i.e. Fun Runs, Annual Festivals, etc.

Assist in budget preparation work closely within budget, monitoring expenditures and budget funds; provide cost estimates for budget regarding athletic programs and improvements.

Operate and train crew in the safe operation of a variety of equipment used daily to complete tasks assigned such as bull dozers, loaders, all types of mowers, graders, tractors, trucks, etc.

Develop and maintain annual work plans and performance measures with Parks and Open Space Superintendent, making adjustments and revisions throughout the year to reflect changing work loads; maintain files and records on field activities; monitor and track performance measurements.

Investigate, respond to and resolve incidents and customer complaints pertaining to Parks and Open Space Division, Athletic section.

Attend monthly shop and/or safety meetings.

Identify and pursue sources of outside funds, including: author and implement

grants, coordinate fundraising ventures, and solicit sponsorships.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

#### PERIPHERAL DUTIES:

Perform responsibilities of the Parks and Open Space Superintendent in absence, as required.

Perform responsibilities of other Field Supervisors in absence, as required.

Perform related duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES:

#### KNOWLEDGE OF:

- Principals, practices, and standards of parks maintenance
- Technical aspects of parks maintenance
- Methods, tools, equipment, and materials used in parks maintenance division
- Oral and written communications skills
- Interpersonal skills using tact, patience, and courtesy
- Principals and practices of supervision and training
- Municipal government policies, procedures and structure; applicable local, state and federal laws, codes, regulations and ordinances
- Safety requirements and specifications of various types of vehicles and equipment
- Statistical record keeping techniques
- Research and analytical methods, practices, and procedures
- Correct usage of English grammar, spelling, punctuation and vocabulary
- Principles and practices of governmental budgeting, accounting, and purchasing procedures and practices
- Modern office practices, procedures, and equipment including personal computers and related software such as word processing and spreadsheets programs

### SKILLED IN:

- Performing technical tasks related to Parks and Open Space Division
- Operating equipment used in Parks and Open Space Division maintenance and repairs
- Use of oral and written communication skills
- Training, supervising and motivating employees
- Effectively using interpersonal skills in a tactful, patient and courteous manner
- Effectively organizing and expressing ideas through oral and written communications

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#### ABILITY TO:

- Monitor maintenance activities to assure efficient, safe, and effective working condition of Parks and Open Space Division
- Maintain records and prepare reports
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with minimal direction
- Plan and organize work
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures
- Establish and maintain effective working relationships with other employees, supervisors, outside agencies, and the public
- Perform skilled tasks such as the reading of blueprints, maps, schematics and plans
- Make good observations, use initiative and resourcefulness in resolving system complications; deal with a variety of variables in situations where only limited standardization exists
- Understand and carry out moderately complex oral and written instructions
- Read, comprehend, analyze, apply and explain general business correspondence and journals, technical procedures, and policies, procedures, and regulations
- Write reports, business correspondence, and procedure manuals
- Effectively communicate orally, present information and respond to questions in one-on-one situations and from groups of managers, employees and the general public
- Add, subtract, multiply, and divide

#### **EDUCATION AND EXPERIENCE:**

Education: High School diploma, or equivalent, supplemented by two (2) years of post

high school training or trade school in the operation, maintenance, and repair

in the field of parks maintenance or related field; and

Experience: Five (5) years experience in the operation, maintenance and repair in the field of parks maintenance. At least one (1) of the five (5) years must include

experience in a supervisory capacity.

Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

# LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's license, or ability to obtain within 30 days
- Commercial Driver's License Class A or B with required endorsements as required
- Washington State Pesticide License: Law & Safety

- Valid Traffic Control Flagging Card
- Valid First Aid/CPR Card
- New employees must successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and all employees must maintain an excellent driving record
- New employees must successfully pass the City's pre-employment substance abuse screening
- New employees must successfully pass the City's physical agility screening
- Ability to obtain the appropriate certificates as required by law, ordinances and department regulations in the area of work employed within 30 days.
- National Play Equipment Inspector Certification (NPSI), or ability to obtain within 12 months.

## MACHINES, TOOLS AND EQUIPMENT USED:

Standard and specialized hand and power machines, tools and equipment used in grounds, nursery and parks maintenance including but not limited to riding mowers, power mowers, edgers, weedeaters, hedgetrimmers, pruners, trimmers, shovels, rakes, mops, brooms, debris blowers, backpack blowers, hammers, power aerators, top dressers, viber plates, rototillers, scrapers, stump grinders, cement mixers, chippers, power sweepers, turf vacuums, chemical sprayers, fertilizer spreaders, power chain and hand saws, drills, jackhammers, ditchwitches and a variety of specialized and small power and hand tools.

Motorized vehicles including but not limited to heavy trucks, dump trucks, loaders, tractors and heavy equipment. Required to operate and maintain assigned City vehicle and travel from site to site several times each day.

Other equipment includes hard hats, safety glasses or goggles, ear plugs or muffs, respirators, rubber or plastic gloves, rubber boots, pesticide and herbicide spraying equipment and chemical resistant clothing.

May use typical business office machinery and equipment including but not limited to personal computer, telephone, fax and copy machine, calculator and typewriter

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use arms, hands and fingers to handle, feel, or operate objects, materials, tools, equipment or controls; reach with hands and arms; talk; and hear. The employee is frequently required to stand; walk; stoop, kneel, crouch, and crawl. The employee is occasionally required to sit; climb or balance; and smell.

The employee must regularly lift and/or move up to 30 pounds, frequently lift and/or move

up to 50 pounds, and occasionally lift and/or move up to 80 pounds. May be required to lift and/or move 100 pounds or more with assistance.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

### **WORKING CONDITIONS:**

Work is performed in an outdoors environment. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts; high, precarious places; and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, hazardous materials, and vibration. The noise level in the work environment is usually loud.

Incumbent may also be required to work on weekends, evenings, and holidays; subject to rotating shifts and call back after normal work hours for emergency work. May be required to work alone during work hours and on emergency call outs after hours. May also be exposed to individuals who are irate or hostile.

Incumbent's Signature	Date	Supervisor's Signature	Date
Approval:			
Department Director/Designee	Date	Employee Services Director/Designee Date	

Revised: 12/1/05

SIGNATURES:

<sup>\*\*</sup> Note: This document will be reviewed and updated yearly at time of employee performance appraisal; when position becomes vacant; or, if position duties are changed significantly.